

## Security Tape Procedure

When inbound freight is received into the terminal open/damaged and in need of re-taping, follow the outlined procedures below. Adhering to this procedure will help to secure the validity of the freight throughout our supply chain.

1. Imprinted PVH security tape will be issued to each terminal. The facility manager will be responsible to monitor the usage, inventory, and re-ordering of the tape.
2. The security tape is to be used for the intended use only:
  - Re-taping open/damaged cartons of inbound freight.
  - Do not use the tape for any other purpose.
3. The tape is to be kept in a secured area at the terminal. Under no circumstances is the tape to be given to a driver.
  - A reliable, trustworthy, security conscious, dock person should be selected to be responsible for the tape during the initial receiving of the line haul trailer/s. Upon completion of working the trailer/s, the remainder of the tape and the empty rolls should be returned to management for safe keeping. If possible, assign the responsibility to the same person each time for tighter security control.
4. To reorder the security tape, send an e-mail to [traffic@pvh.com](mailto:traffic@pvh.com). Replenishment orders will only be accepted via e-mail from the facility manager. Provide the following information on the e-mail:
  - Hub number
  - "Ship to" address
  - Contact person and telephone numberSince delivery is a minimum of 2 weeks, please ensure that you have at least a two-week supply on hand at all times.
5. Under no circumstances will clear tape be accepted for repair of open/damaged cartons.